

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD COMMITTEE OF THE WHOLE MINUTES**  
**MONDAY, JULY 13, 2015**

**I. CALL TO ORDER –**

Supervisor Fletcher called the meeting to order at 6:00 p.m.

**II. ROLL CALL –**

Members Present: Supervisor Kenneth Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, and Trustees Doug Kosinski, Jeff Hicks, Karen Mojica, and Dennis Fedewa (arrived at 6:14 PM).

Members Absent:

Others Present: Manager Brian Reed, Accounting Department Director Jeff Anderson, Chief John Clark, Assessing Department Director Brian Thelen

TRUSTEE HICKS MOVED TO EXCUSE TRUSTEE FEDEWA FROM THE JULY 13, 2015 COMMITTEE OF THE WHOLE MEETING.

TRUSTEE MOJICA SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

**III. SET/ADJUST AGENDA –**

Supervisor Fletcher added a discussion regarding an additional piece of property to the closed session.

TREASURER PIZZO MOVED TO APPROVE THE AGENDA AS AMENDED.

TRUSTEE HICKS SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

**IV. PUBLIC COMMENT –**

**V. MANAGER'S REPORT –**

Mr. Reed stated that he has had meetings with the Michigan Townships Association, Lansing Township, and Dewitt Township, as well as Economic Development Corporation board members.

**VI. ITEMS OF DISCUSSION**

**1. County Shared Services**

Eaton County Clerk Diana Bosworth, and Eaton County Treasurer Bob Robinson spoke to the board regarding the services that could be offered in Delta Township, and the hours that they may be available.

Treasurer Robinson stated that approximately 45% of Eaton County's population is in the northeast quadrant of the county.

Ms. Bosworth stated that some of the services that Eaton County Clerk could offer in Delta Township are:

- Marriage licenses
- Concealed pistol license applications
- Vital records (birth, death, marriage)
- Campaign finance filings
- DBA
- Probation restitution payments
- Notary applications
- Voter registration
- Peddlers license

Mr. Robinson stated that some of the services that Eaton County Treasurer could offer in Delta Township are:

- Principal Residence Exemption
- Veterans tax exemption
- Tax certification
- Delinquent tax issues
- Foreclosure assistance
- Show cause hearings

Ms. Bosworth and Mr. Robinson stated that they are proposing to offer services ½ day a week to start, and adjust the schedule if necessary.

A discussion ensued among Board members regarding the pros and cons of providing space in the Delta Township Administration building for Eaton County Clerk, Treasurer, and Drain Commissioner.

## **2. LCC Fire Training Center**

Chief Clark gave a presentation to the Board regarding creating a Delta Township/Lansing Community College joint fire training facility. Chief Clark stated that between full time and part time personnel, the Delta Township Fire Department has between 52-60 employees, staffing between 11-14 employees per day.

Scope of project:

- Develop a modern, interactive training facility for hands-on training of personnel in essential fire and rescue skills
- Collaborate with Lansing Community College to co-locate the facility on existing, approved fire ground training property at the LCC West Campus in Delta Township
- Share resources and expertise to significantly reduce project cost
- The project will include the foundation work and erection/fabrication of five (5) steel storage containers to replicate a residence or business with multiple stories, roof and basement

Chief Clark discussed the advantages of this project to both Delta Township and Lansing Community College.

The proposed training facility provides an in-district hands-on training facility which allows for rotation of duty crews to regularly train, without incurring travel and overtime. In previous years, overtime, acquired structure preparation and/or facility use costs have been approximately \$10,000-\$15,000 annually for live fire training. The total cost for the project would be shared between Delta Township and Lansing Community College, and would be approximately \$150,000.00, \$75,000 each (Delta Township's portion would be \$3,750.00 per year, to be able to use the facility for 20 years, with a possibility of 30 years).

### **3. Shared Assessing Services**

Manager Brian Reed stated that Delhi Township is in need of mentoring assistance from Delta Township's Assessing Department for commercial and industrial assessing, due to a recent reduction in staff.

Mr. Thelen stated that the estimate of time is figured at approximately five hours per week of Brian Thelen and Ted Droste's time. Assessor Thelen would be the primary point of contact. At this point, the department is confident it can provide this service without it impacting Delta Township operations. However, it will be reviewed occasionally as to the level of effort, and our ability to maintain our services to our Township. An agreement with monetary terms will be drafted, could last anywhere from one to three years, and would include a 30 or 60 day out clause.

### **4. Closed Session**

TRUSTEE HICKS MOVED THAT THE TOWNSHIP BOARD ADJOURN TO CLOSED SESSION AT THE REQUEST OF THE TOWNSHIP MANAGER UNDER THE OPEN MEETINGS ACT (ACT 267 OF 1976), SECTION 15.268 (F) TO REVIEW THE POSSIBLE ACQUISITION OF REAL ESTATE.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

ROLL CALL:

AYES: SUPERVISOR FLETCHER, CLERK MARY CLARK, TREASURER PIZZO, TRUSTEE FEDEWA, TRUSTEE KOSINSKI, TRUSTEE MOJICA, AND TRUSTEE HICKS.

NAYS: NONE

ABSENT:

THE MOTION PASSED 7-0. TOWNSHIP BOARD MEMBERS BEGAN CLOSED SESSION AT 7:16 PM.

TREASURER PIZZO MOVED TO RETURN TO OPEN SESSION AT 7:51 PM.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**VIII. ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 7:51 PM

CHARTER TOWNSHIP OF DELTA

KENNETH FLETCHER, SUPERVISOR

MARY R. CLARK, TOWNSHIP CLERK